

## ***2015-2016 Procedures and Instructions for Community Residential Center Funds***

The **references** listed below are directions and samples to guide the LEA with completing the Community Residential Center (CRC) application and submitting updated information throughout the year:

- Reference I:** Important Dates At-A-Glance
- Reference II:** Procedures for Applying for CRC Funds
- Reference III:** Directions for Completing the CRCF-1, *Application for CRC Funds* and the CRCF-3, *Request for Community Residential Center Transfer Funds*
- Reference IV:** Directions for Completing the CRCF-2, *CRC Roster/ Withdrawal Form*
- Reference V:** Example CRCF-2 for Reporting a Withdrawal and Addition
- Reference VI:** Example ESY CRCF-2

A **CRC Sample Contract** is provided as a Microsoft Word document to serve as a reference or as an editable document to fit the needs of the LEA and contracted CRC. It is located along with the supporting documents and forms on the N.C. Public Schools, Exceptional Children Division's website under the Finance and Grants tab.

**CRCF forms** to be completed by the LEA are included in the list of documents for the CRC application, located at the Exceptional Children Division's website under the Finance and Grants tab.

**CRCF-1** Community Residential Center Funds Application

**CRCF-2** Community Residential Center Roster/ Withdrawal Form (includes ESY)

**CRCF-3** Request for Community Residential Center Transfer Funds (children ages 3 through 21)

Return applicable CRCF forms to:

Lori Peterson  
Special Projects Consultant  
Exceptional Children Division  
Department of Public Instruction  
6356 Mail Service Center  
Raleigh, North Carolina 27699-6356

### **Community Residential Center Funds – Important Dates At-A-Glance**

**At the beginning of the school year**, LEAs that received CRC funds during the 2014-15 school year will receive a **base allotment**.

- The base allotment is calculated on the number of children served in CRCs at the end of the 2014-2015 school year.
- The base allotment includes three months of funding plus \$50.00 per child for instructional supplies.
- The remaining months of funding will be allocated after the CRCF-1 and CRCF-2 have been submitted *and* approved.
- It is the responsibility of the LEA to request CRC funds from the Exceptional Children Division.

#### **September 15, 2015 - two items are subject to this due date**

- 1) **To apply for CRC funds**, submit forms **CRCF-1** and **CRCF-2** along with the service contract and complete LEA school year calendar.
  - Applications are processed on a first-come, first-served basis.
  - Applications must be mailed and post-marked on or before September 15, 2015.
  - Incomplete/ incorrect applications will be considered “received” when the corrections/ missing items are received.
- 2) **For children (ages 3 through 21) served and funded in a CRC for the 2014-15 school year and transferred to a public school setting for the 2015-16 school year.**
  - Complete *Request for Community Residential Transfer Funds* (CRCF-3).
  - Allocation is for one year only (year of initial transfer).
  - Approval is subject to the availability of funds

**October 15, 2015** Final signed **contract(s)** must be received for initial funding. Once these are received, and if the application is approved, remaining funds are disbursed.

#### **May 15, 2016** Final date for requesting funds for additional children for the 2015-2016 school year.

- Requests (**CRCF-2**) are on-going throughout the year.
- Requests are processed on a first-come, first-served basis.
- Rosters must be postmarked within sixty (60) calendar days of the child’s enrollment in a CRC.
- Incomplete/ incorrect applications will be considered “received” when the corrections/ missing items are received.
- Approval is subject to the availability of funds.
- LEAs may use other state and federal funds for contracting these services when CRC funds are not available.

## Procedures for Applying for Community Residential Center Funds

Community Residential Center (CRC) funds are made available through the State Board of Education to assist in providing special education and related services to eligible children with disabilities placed in a CRC through the Local Management Entity (LME)/Managed Care Organization (MCO). **CRC funds are based on the availability of state funds. If CRC funds are not available, other state and federal funds may be used to pay for the cost of the educational setting.**

### I. Educational Placement and Services

- A. Children with disabilities who are placed in a CRC through the Local Management Entity (LME)/Managed Care Organization (MCO) may be eligible.

The LEA, through an Individualized Education Program (IEP) Team, determines educational placement and services, including the child's service delivery model. The LEA is ultimately responsible for providing a free appropriate public education in the *least restrictive environment* for children served in a CRC. (This determination is made only after the LME/MCO has approved the residential placement.)

All services should be negotiated locally and included in the contract between the LEA and CRC. The negotiation of contracts is a local responsibility.

- B. If the IEP Team decides that the CRC is the least restrictive environment, the LEA must submit the following information:

- 1) *Request for Community Residential Center Funds* (CRCF-1)
- 2) *Community Residential Center Roster/Withdrawal Form* (CRCF-2)
- 3) Contract between the LEA and CRC with appropriate signatures.
  - CRC funding requests will not be approved without a **signed** copy of the contract
- 4) A complete LEA 2015-2016 school year calendar.

### II. Funding

- A. CRC funds are provided to the LEA in Program Report Code (PRC) 063.
- B. CRC funds are child specific (ages 3 through 21) and may only be used for the ten-month school year and two-month extended school year as required by the IEP for children with a residential placement through a Local Management Entity (LME)/Managed Care Organization (MCO).
- C. The LEA may not use CRC funds for administration of the program.
- D. The LEA is ultimately responsible for providing a free appropriate public education in the *least restrictive environment* for children served in a CRC. (This determination is made only after the LME/MCO has approved the residential placement.)

- E. It is the responsibility of the LEA where the CRC is located to request CRC funds.
- F. The LEA will receive a base allotment: three months of funding based on prior usage of CRC funds. An annual CRC application must be submitted for funding of the remaining months.
- G. The date a child enters the CRC determines the amount of funding the LEA will receive since funding is based on the LEA school year calendar. Children entering the CRC on or before September 15<sup>th</sup> will receive ten months of funding. Children entering the CRC after September 15<sup>th</sup> will receive prorated funding. The child's enrollment date must reflect the current school year.
- H. The two-month extended school year (ESY) is based on the LEA calendar and ESY must be part of the child's individualized education program (IEP) in order to request ESY funds. If the LEA elects to use two contracts (one for the traditional school year and one for extended school year), the combined contracts must reflect the twelve-month period from July 1, 2015 to June 30, 2016.

### Directions for Completing the CRCF-1, Application for CRC Funds

- I. Agency Information:** Enter the LEA and the CRC information requested.
- II. LEA Children Served in the Community Residential Center:** Indicate the number of LEA children whose placement is the CRC. The information is to be sorted by disability.
- III. Child Count Information:** The total number of children in this section should equal the number of children with disabilities entered in *II, Children Served By Disability Area*.
- IV. Certification:** Requires signature of LEA's Exceptional Program Director

### Directions for Completing the CRCF-3, Request for CRC Transfer Funds

In instances when the IEP Team has decided that the child's least restrictive environment is the school setting, and the child's previous year's placement was at a Community Residential Center, the LEA can request transfer funds. Allocations are:

- for the initial year of transfer
- based upon the availability of funds

**To request CRC transfer funds**, complete the CRCF-3 with the name of the child(ren), date of birth, disability area, and current placement. The Exceptional Program Director must sign and date the form.

The form must be received by **September 15, 2015**.

## Directions for completing CRCF-2, CRC Roster/Withdrawal Form

1. **School Year:** Enter the current school year 2015-2016.
2. **Local Education Agency:** Enter the LEA name, LEA number, and district number.
3. **Date:** Enter the date the roster is being completed.
4. **Community Residential Center:** Enter the name of the CRC.
5. **Child's PowerSchool Number:** Enter the child's PowerSchool student identification number.
6. **Child's Last Name:** Enter the child's last name as it appears in PowerSchool (**double check** for correct spelling).
7. **Child's First Name:** Enter the child's first name as it appears in PowerSchool (do not use nick names and **double check** for correct spelling).
8. **Ethnicity:** Enter one ethnicity code as it appears in PowerSchool. A child may only be reported in one ethnicity category. Race/ethnicity categories are federally defined as:
  - American Indian or Alaska Native: A person having origins to any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community recognition.
  - Asian or Pacific Islander: A person having origins to any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This includes, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, Vietnam, Hawaii, Guam, and Samoa.
  - Black (not Hispanic): A person having origins to any of the black racial groups of Africa.
  - Hispanic: A person of Cuban, Mexican, Puerto Rican, South American or Central or other Spanish culture or origin, regardless of race.
  - White (not Hispanic): A person having origins to any of the original peoples of Europe, the Middle East, or North Africa.
9. **Gender:** Enter the child's gender as it as it appears in PowerSchool.
10. **Date of Birth:** Enter the child's date of birth and **double check** for accuracy.
11. **Disability:** Enter the child's disability category.
12. **Date of Enrollment for the Current School Year:** Enter the date the child enrolled in the CRC during the current school year.
13. **Withdrawal:** Enter the date the child withdrew from the LEA (if necessary) and use the appropriate withdrawal code found on the bottom of the roster.
14. **ESY Enrollment Dates:** *If applicable*, enter the dates the child is enrolled in Extended School Year. ESY services must be documented in the IEP. Attach the DEC4 page noting the child's eligibility for ESY.
15. **Signature of Exceptional Program Director** is required.

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**Example of Reporting a Withdrawal and Addition**  
**Community Residential Center/ Withdrawal Form, CRCF-2**

Reference V

*Roster must be typed, signed, and mailed; postmark must be within sixty (60) calendar days of enrollment in the CRC.*

*Last day for additional Roster submission: May 15, 2016.*

School Year 2015-2016

Local Education Agency

River County Schools LEA #: 000 District #: 9Date 12/2/2015

Community Residential Center

New River Residential Center

*\*\*ESY services must be documented in the IEP; attach a copy of the DEC4 page noting the child's ESY eligibility.*

Child's PowerSchool #	Child's Last Name	Child's First Name	Date of Birth	Ethnicity	Gender	Disability Based Upon CRCF-1 Information	Enrollment Date for Current School Year	Withdrawal*		**ESY Enrollment Dates (if applicable) Month/Year
								Date	Code	
123456	Green	George	5/1/01	W	M	MU	9/8/15	11/28/15	W3	
654321	Bloom	Jackie	6/15/01	B	F	AU	12/2/15	Replacing George Green		

**\*Withdrawal Codes:****W1** = Transferred to LEA**W4** = Moved out of school district**W7** = Exited/no longer eligible for services**W2** = Transferred to private school**W5** = Moved out of state**W8** = Deceased**W3** = Transferred to another CRC**W6** = Withdrawn from school**W9** = Other (describe)Signature of Exceptional Children Program Director: Ms. Samantha DawnDate: 12/3/2015

DPI Use Only

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**Example of Reporting Extended School Year**  
**Community Residential Center/ Withdrawal Form, CRCF-2**

Reference VI

*Roster must be typed, signed, and mailed; postmark must be within sixty (60) calendar days of enrollment in the CRC.*

*Last day for additional Roster submission: May 15, 2016.*

School Year 2015-2016Local Education Agency: Anvil County LEA #: 000 District #: 9Date September 1, 2015Community Residential Center : Jamestown Residential Center

*\*\*ESY services must be documented in the IEP; attach a copy of the DEC4 page noting the child's ESY eligibility.*

Child's PowerSchool #	Child's Last Name	Child's First Name	Date of Birth	Ethnicity	Gender	Disability Based Upon CRCF-1 Information	Enrollment Date for Current School Year	Withdrawal*		**ESY Enrollment Dates (if applicable) Month/Year
								Date	Code	
000123	Doe	Jane	1/25/01	H	F	MU	7/9/15			7/11 – 8/13/15

**\*Withdrawal Codes:****W1** = Transferred to LEA**W4** = Moved out of school district**W7** = Exited/no longer eligible for services**W2** = Transferred to private school**W5** = Moved out of state**W8** = Deceased**W3** = Transferred to another CRC**W6** = Withdrawn from school**W9** = Other (describe)Signature of Exceptional Children Program Director: Ms. Samantha DawnDate: 9/10/2015

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